

THE WHITE HOUSE

WASHINGTON

OLC # 78-2688/A

August 29, 1978

MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: JACK WATSON *Jack*  
STU EIZENSTAT *Stu*

SUBJECT: Reducing the Number of Executive  
Branch Reports to Congress

Last year the Executive Branch submitted more than 1350 reports to Congress. Most of these reports are required by statute while the others are prepared informally for information on Agency operations and programs.

Recognizing that some of these reports are useful and necessary, Congress has indicated a willingness to work with us to eliminate any outdated, duplicative or unnecessary reporting requirements. Statutory changes will be necessary for eliminating or combining some of these reports; others may be taken care of administratively.

Attached are OMB guidelines which will help you in your review of your Agency's reporting requirements to Congress. We would appreciate your responding to OMB as soon as possible with your review and recommendations.

Thank you for your cooperation.

Attachment

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BULLETIN NO. 78-16

JUN 30 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reducing the Number of Executive Branch Reports to the Congress

1. Purpose. This Bulletin provides instructions for the identification of possibilities for elimination, consolidation, or other modification of recurring reports to Congress whether required by law or by request.

2. Background. The President intends to make recommendations to Congress for simplifying and improving the flow of information between the Executive and Congress. The General Accounting Office is working with staff of Congressional committees to review executive branch reports to Congress and will inform OMB of reports it believes can be simplified or eliminated. Agencies have already provided GAO with summary information about their reports to Congress. These may be useful in preparing the materials now required. OMB will forward to GAO recommendations resulting from each department and agency review. The President will make his recommendations to Congress on proposals for change after full coordination and consultation with the departments and agencies, GAO and the Congressional committees.

3. Material required. Material should be presented in the following format:

<u>Report Title</u>	<u>Statutory Authority*</u>	<u>Frequency</u>	<u>Recommended Change</u>	<u>Principal Reason for Recommendation</u>
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\*Date of original request if not required by statute.




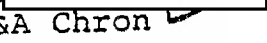
Material should be sent within sixty days of receipt of this Bulletin to Stanley E. Morris, Deputy Associate Director for Regulatory Policy and Reports Management, Office of Management and Budget, Room 10202, New Executive Office Building, Washington, D.C. 20503.

4. Attachment. Attached is a sheet listing suggested criteria for use in review of Reports to Congress.

5. Notification and inquiries. Please notify Mr. Robert Raynsford on 395-3814 of the officials in your agency who will be responsible for this review. Inquiries concerning this Bulletin may also be directed to Mr. Raynsford.

James T. McIntyre, Jr.  
Director

Attachment

CC:  
Official File - RPRM  
DO Records  
Director's Chron  
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CRITERIA FOR USE IN REVIEW OF REPORTS TO  
CONGRESS

- I. Possibilities for Simplification
  - A. Consolidation of Several Reports
  - B. Reduction in reporting frequency
- II. Duplication and Overlap with Other Reports
  - A. Information provided to Congress by agency in another form
  - B. Information provided by other agencies or the public
- III. Reporting burden and other costs
  - A. Cost/Burden to reporting agency and other Federal agencies
  - B. Cost/burden of information collected from outside the Federal Government
- IV. Uses
  - A. Use to reporting agency
  - B. Use to Congress in opinion of agency
    - 1. Original rationale for requiring report
    - 2. Is this rationale still valid?
    - 3. Is there some evidence on actual use of information by Congress?

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Executive Secretary

Date